

April 10, 2018

Mr. John J. Ingram  
Infrastructure Maintenance Director  
Village of Orland Park  
15655 Ravinia Avenue  
Orland Park, Illinois 60462

***Subject: Village of Orland Park - Fernway Subdivision Roadway and Ditch Grading  
Improvements 2018 - Design Engineering***

Dear Mr. Ingram,

Baxter & Woodman, Inc. is pleased to submit this proposal to the Village to perform design engineering for roadway improvements at the following locations:

<b><u>Road</u></b>	<b><u>Limits</u></b>	<b><u>Length (feet)</u></b>
170 <sup>th</sup> Street	88 <sup>th</sup> Avenue to the East Village Limits	1,280
170 <sup>th</sup> Place	88 <sup>th</sup> Avenue to the East Village Limits	1,280

Our project understanding, scope of services, and engineering fee are presented below.

**Project Understanding**

The Village plans to reconstruct the above roads and add an 18" wide concrete ribbon curb/shoulder to help support the pavement edges. Design engineering will consist of a field evaluation, review of geotechnical data, preparation of plans, specifications, construction cost estimate, and bid documents. Schematic drawings will be developed from aerial photography and the survey data collected during the 2017 Fernway Construction Services project.

Ditch grading design including plans, details, pay items, quantities, and specifications has been prepared for the Village by Christopher B. Burke Engineering, Ltd. (CBBEL). The design requires review and refinement. The final design will be incorporated into the bid documents, which may require complete replacement of the plans, details, pay items, quantities, and specifications prepared by CBBEL.

From correspondence with the Village, we understand that preparation of documentation to demonstrate compliance with Metropolitan Water Reclamation District (MWRD) Watershed Management Ordinance (WMO) requirements is not needed.

It is anticipated that construction layout will be performed by a resident project representative during the construction phase. Topographic survey and construction services are not included in the Design Services scope of work.

### **Scope of Services**

#### **1. PROJECT INITIATION AND DATA COLLECTION**

- **FIELD EVALUATION** - Perform a field evaluation of the existing conditions and estimate quantities for driveway patching.
- **MULTI-YEAR PROGRAM CARRYOVER** - Survey data collected in 2017 will be used for developing roadway profiles and to aid with the development of the design. Village and construction staff will be consulted to apply any *lessons learned* during construction of the previous year's section.
- **UTILITIES** - Contact J.U.L.I.E. for potentially impacted utility companies. Initiate utility coordination by contacting utility companies that have facilities along the project limits and requesting utility atlas maps.

#### **2. ENVIRONMENTAL COORDINATION AND PERMITTING**

- **EcoCAT**: Submit an EcoCAT information request through the Illinois Department of Natural Resources (IDNR) website to identify potentially impacted natural resources. Should potential impacts be identified, consultation may be required. Providing additional project information and fees as may be required for consultation, are not included in the scope of this project and would be a separate expense to the Village if required. Unique design measures to mitigate impacts from the EcoCAT will also be considered additional services.
- **HISTORIC PRESERVATION COORDINATION**: Submit necessary documentation to the Illinois Historical Preservation Agency (IHPA) to obtain a "no significant historical resources" statement for the area of the Project.
- **CLEAN CONSTRUCTION OR DEMOLITION DEBRIS (CCDD)** - The contractor will provide testing during construction to comply with Form 663. CCDD testing and completion of Form 663 is not included in this scope, and the amount of potentially contaminated soils will be determined during construction.
- **NPDES, SWPPP, IEPA** - Complete Stormwater Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) and obtain National Pollutant Discharge Elimination System (NPDES) permit from Illinois Environmental Protection Agency (IEPA). Erosion Control Plan Sheets are not anticipated to be required, rather this work will be described using Notes and Standard Drawings.

3. DRAINAGE INCORPORATION– Provide CBBEL with CAD files for the proposed roadway design for their use in developing the drainage design. Merge drainage information into the roadway plan and profile sheets and cross sections. Incorporate details, pay items, quantities, and specifications for ditch grading into bid package.
4. PLAN PREPARATION
  - PAVEMENT REHABILITATION - The Village will obtain Pavement Core Samples and Soil Borings. This information will be reviewed to determine if remedial treatments or modifications to the pavement section are necessary. Eighteen inch (18”) wide concrete ribbon curbs/shoulders or barrier curb and gutter (at intersection radius returns only) will be added.
  - SPECIFICATIONS - Prepare special provisions in accordance with Village guidelines to specify items not covered by the Standard Specifications for Road and Bridge Construction.
  - DETAILED DRAWINGS - Complete required plan sheets necessary for bidding including: Cover, General Notes, Summary of Quantities, Typical Sections, Cross Sections, and Construction Details.
  - FINAL SCHEMATIC PLANS - Prepare bidding documents consisting of plan view schematics, Contract Proposal, Schedule of Prices, and Engineer’s Estimate of Cost.
5. BIDDING ASSISTANCE - Provide design assistance and clarification for bid documents. Assist the Village with coordination and scheduling during the bid process. Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible, attend bid opening to receive and evaluate bids, tabulate bids, and make a recommendation to the Village for an award of contract.
6. PROJECT MANAGEMENT - Plan, schedule, and control the activities that must be performed to complete the Project including budget, schedule, and scope. Coordinate with Village and project team to ensure the goals of the Project are achieved. Prepare and submit monthly invoices and provide regular updates to the Village.

**Engineering Fee**

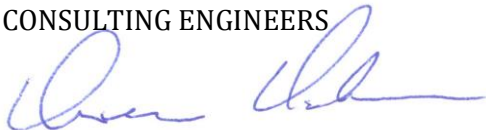
The Owner shall pay the Engineer for the services performed or furnished as stated above, based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$39,720**. All terms and conditions of the Master Agreement dated March 17, 2015, amended January 24, 2018 with the Village of Orland Park shall apply.

We appreciate the opportunity to work with the Village of Orland Park on this important Project and we are available to begin work immediately upon your notice to proceed. We anticipate completing the above scope of services within three months of receiving the notice to proceed. If you find this proposal acceptable, **please sign one copy and return for our files.**

Please do not hesitate to contact me at 815-444-3370 or [ddabros@baxterwoodman.com](mailto:ddabros@baxterwoodman.com) or Jay Coleman at 815-444-3277 or [jcoleman@baxterwoodman.com](mailto:jcoleman@baxterwoodman.com) if you have any questions or need additional information.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Dennis Dabros, P. E.  
Vice President

Attachment

**VILLAGE OF ORLAND PARK, IL**

AUTHORIZED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

*I:\Crystal Lake\ORLPK\171272.40-Fernway Subdivision Improvements 2018\Contract\Work\Fernway 2018\_Proposal.Doc*

# Village of Orland Park

## Fernway Subdivision Road and Ditch Grading Improvements 2018 - Design Engineering

	Labor Category	Hours	Labor	Expense	Total Compensation
<b>Overall Project Total</b>		<b>372.00</b>	<b>39,600.00</b>	<b>120.00</b>	<b>39,720.00</b>
01 Project Initiation and Data Collection		42.00	4,730.00	80.00	4,810.00
	Sr Engineer III	8.00	1,120.00		
	Engineer I	10.00	850.00		
	Engr Tech III	24.00	2,760.00		
02 Environmental Coordination and Permitting		16.00	1,800.00	0.00	1,800.00
	Sr Engineer III	8.00	1,120.00		
	Engineer I	8.00	680.00		
03 Incorporation of Ditch Grading		70.00	6,970.00	0.00	6,970.00
	Sr Engineer I	16.00	1,840.00		
	Engineer III	26.00	2,470.00		
	Engineer III	28.00	2,660.00		
04 Plan Preparation		216.00	22,000.00	40.00	22,040.00
	Sr Engineer III	32.00	4,480.00		
	Engineer III	60.00	5,700.00		
	Engineer I	60.00	5,100.00		
	Engr Tech III	64.00	6,720.00		
05 Bidding Assistance		10.00	1,480.00	0.00	1,480.00
	Sr Engineer IV	4.00	640.00		
	Sr Engineer III	6.00	840.00		
06 Project Management		18.00	2,620.00	0.00	2,620.00
	Sr Engineer IV	4.00	640.00		
	Sr Engineer III	12.00	1,680.00		
	Sr Engineer III	2.00	300.00		